

Fact on DEQ's

Subdivision review

EXHIBIT

DATE

1-24-07

HB

H56

## DP 5014 Subdivision Review FTEs

Current staff reviews 500-600 full subdivision applications and an additional 1,000 county-reviewed files each year. This request is for 2.0 FTEs. These two positions were requested and approved as modified FTEs for FY 07 and this request is to make them current level FTEs for the future. ~~The Public Water Supply Bureau is in the process of filling the positions.~~ *filled* Having the two additional review staff will relieve workloads and provide for quicker turnaround time on plan review. One FTE, a hydrogeologist located in Helena, specializes in water availability issues and the other FTE, a professional engineer, is located in a field office.

## JUSTIFICATION

Workloads are increasing in the subdivision review section with the total number of applications for FY06 at 1,603, an increase of 2% over the previous year. However, the number of heavy workload subdivision applications exceeding 100 lots increased by 400% last year. These larger, more complicated subdivisions require more information to be submitted by professional engineers and then reviewed by professional engineers. A professional engineer in Billings will handle some of that workload and provide walk-in customer service to clients in that region as well as an on-site presence when necessary. More projects have water availability issues that need detailed water availability analysis. A senior level hydrogeologist in Helena will assist in the analysis of groundwater impacts from proposed development in addition to developing standards and new rules for water availability in subdivisions.

## GOALS

The goal is to improve customer service with faster turn-around time on the review and approval of subdivision applications and provide a more detailed consideration of water impacts.

## PERFORMANCE CRITERIA

The main criteria that can be tracked are the time it takes to review and approve applications and the number of applications assigned to each reviewer. Assuming that the level of subdivision activity remains relatively stable, the time to review an application should be reduced from the current 60 days to 50 days or less within one year of hiring the FTEs. New rules and guidelines for water availability should be ready within 12 months.

## MILESTONES

Both modified positions have been filled.

## FTE

Professional Engineer – this position will be responsible for full file review. He or she will be located in a field office and will represent the department in that area. Review responsibility will be for water supply, wastewater treatment, storm drainage, and nondegradation reviews.

Senior hydrogeologist – this position will be responsible for developing standards, writing new rules, doing water related research for new rules, and reviewing water availability information for subdivision applications.

## FUNDING

Both positions will be funded by fees.

## OBSTACLES:

At this point there are no obstacles.

## RISK

If this proposal is not approved file review times will continue to meet or exceed the 60 day statutory time period. Standards will not be developed for water related review issues, which compromises the department's ability to effectively determine if adequate water is available for subdivisions.